DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
JOB OPPORTUNITY
Paralegal Specialist 1 (part-time)
00083500

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: 505 Hudson Street, Hartford

Hours: 19 hours per week/Tuesday, Wednesday & Friday

Salary: $23.31/per hour

Closing Date: April 15, 2011

Eligibility Requirement: Candidates must have applied for and passed the Paralegal Specialist 1 examination and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

General Experience: Two (2) years of experience providing complex clerical level legal support services to an attorney OR on contested cases overseen by an attorney. (Please review Job Specification for substitutions allowed)

Minimum Qualifications Required: Knowledge of basic legal processes; knowledge of legal terminology and legal forms; knowledge of legal research techniques; knowledge of office management principles and practices; basic knowledge of statutes and regulations; interpersonal skills; oral and written communication skills; ability to read, understand and interpret laws, legal documents and other written material.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Examination or Employment **(Form CT-HR-12)** to:

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
Human Resources Office
505 Hudson Street
Hartford, CT 06106

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.